



# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

Policy Number: <b>T-120</b>	Page: <b>1</b>	of: <b>1</b>
Title: <b>Basic Life Support Training Reimbursement Processing</b>		
Regulatory Authority: <b>12VAC5-31-1560</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>March 1, 2005</b>	

- A. Certified EMT Instructors serving as a Course Coordinator are eligible to request reimbursement for approved initial First Responder and Emergency Medical Technician training courses and BLS Continuing Education Programs which award Category 1 (Required) credit.
- B. Reimbursement –requires the Course Coordinator to announce an “open” program, indicate that reimbursement is requested and complete the appropriate “contract “.
  - 1. The course of instruction must be "OPEN" to any qualified student up to the maximum of 30 allowed in a single program. No requirement for specific agency or employment affiliation may be imposed to limit or exclude enrollment by any individual in reimbursed courses.
- C. Tuition, enrollment or institutional fees charged to students for taking the course may be reason for denial of reimbursement payment. The Course Coordinator must disclose the amount of such fees in the appropriate section of the reimbursement contract section on the form.
  - 1. A [“Student Course Fees Summary”](#) form must be submitted with the original Course Approval Request form to reduce any questions regarding the amount being charged students for course attendance.